



May 2011

# Teacher Course Student Snapshot Data Collection Guidelines and Calendars

***Rhode Island Department of Elementary and Secondary Education***

# Introduction

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- First time sharing this information
- This is a draft document
- We need your feedback!
- Finalized document will be shared with the field

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# Guiding principles

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- A Contributing Educator need not be one person per student.
  - A student can have more than one Contributing Educator.
- A student will not be divided or shared among contributing educators.
  - A student can contribute towards the evaluation of more than teacher.

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# Guiding principles cont.

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- This presentation will present typical scenarios. Please note that for each scenario presented, when a teacher is considered to be a Contributing Educator for ELA and/or Math, a roster should be reported for that educator through the May TCS Snapshot data collection and then verified through the Roster Verification process.

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# Scenario #1

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- How is a Contributing Educator defined in a co-teaching model that uses a combination of General and Special Education teachers? Is there a limit on the number of teachers being tracked for each student?
- Both/all educators will be Contributing Educators. There is no limit on the number of teachers who can be counted as a Contributing Educator for a student.

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# Scenario #2

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- How is a Contributing Educator defined in middle schools where there are interdisciplinary teachers?

Contributing educators in middle schools will vary depending on the model that the school is using.

- Model A: Where all teachers contribute equally, then all the teachers are considered as the Contributing Educators.
- Model B: where some teachers handle literacy subjects (like ELA and/or Social Studies), and other handle numeracy (Math and/or Science), then the Contributing Educator(s) for ELA are different from those for Math.
- Model C: Where there is one teacher per subject, then the Contributing Educator is each one of the teachers for each subject.

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# Scenario #3

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- I co-teach my reading/math class with another teacher. We are both in the class with the students the entire time, but each provides half of the instruction. Who will be counted as a Contributing Educator?
- Contributing educators vary depending on the model that the school is using.
- Model A: If both teachers share responsibility for both areas (ELA & Math), then both the teachers are considered to be Contributing Educators for ELA and Math.
- Model B: If each teacher is responsible for one subject/content area, then each teacher is the Contributing Educator for their own content.

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# Questions?

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# Scenario #4

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- I am a Special Education Teacher in an inclusion classroom. How will I be counted as a Contributing Educator?
- You will be considered a Contributing Educator along with the general education teacher for all the students in the inclusion classroom.

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# Scenario #5

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- I am a Special Education Teacher in pull-out model. How will I be counted as a Contributing Educator?
- For all the other students, the general education teacher is a Contributing Educator. For the group of students who are pulled out and are receiving ELA and/or Math support, the Special Education teacher is a Contributing Educator (for either ELA or Math or both as the case may be).

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# Scenario #6

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- I am a general education teacher with a student teacher in my class. Who will be considered as a contributing educator?
- Only the general education teacher will be considered as a Contributing Educator for all the students in your class. The student teacher will be evaluated by the process used in his/her preparation program.

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# Scenario #7

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- I teach ELA to ESL/ELL students at the elementary school for Grades 3 & 4. Will I be considered as a Contributing Educator?
- You will be considered as a Contributing Educator for ELA for students in the grades you teach (i.e. for grades 3 and 4 in this case).

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# Scenario #8

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- I am an ESL teacher providing support for ELLs in a content classroom, but not every day and not every content. How will I be considered as a Contributing Educator?
- If you provide support for ELA/Math then you are considered to be a Contributing Educator for the subjects for which you provide support.

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# Scenario #9

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- I am an ESL teacher who works with content area teachers to plan instruction and assessment, making necessary accommodations and modifications based on the ELLs' various proficiency levels. I may teach sometimes, but not all the time. Will I be considered a Contributing Educator?
- If you are only in a coaching role, then you will not be considered a Contributing Educator. If you are also teaching students, then you will be considered a Contributing Educator.

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# Scenario #10

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- I teach in a dual language program where another educator and I alternately teach (groups of) students on a periodic basis (such as weekly). Will I be considered a Contributing Educator?
- You are considered to be a Contributing Educator for ALL the students for whom you provide ELA and/or Math instruction.

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# Questions?

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# Scenario #11

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- I am a high school chemistry teacher, and I have been out on short-term disability (e.g. 4 months). There is a long-term substitute in my classroom on the day of the snapshot collection. Which of us will be a Contributing Educator?
- Long Term substitutes (e.g. as the example in the question) will be reported as a Contributing Educator.
- Short Term substitutes (e.g. day to day) should not be reported as a Contributing Educator.

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# Scenario #12

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- Some students in my class attend a virtual class for Math. Will I be considered as a Contributing Educator for those students?
- If all their Math instruction is delivered in the virtual/online class, and the class is for credit, you will not be considered as a Contributing Educator for Math for those students, the coordinating instructor for the online class will be a Contributing Educator.
- If you deliver instruction to those students for other ELA/literacy, you are a Contributing Educator for ELA/Literacy.

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# Scenario #13

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- I am a librarian. Will I be considered a Contributing Educator?
- Librarians who teach literacy skills are considered a contributing educator.

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# Scenario #14

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- I am a substitute teacher who is filling in a vacancy due to maternity leave or other long term absence. Will I be considered as a Contributing Educator?
- Long Term substitutes (e.g. as the example in the question) will be reported as a Contributing Educator.
- Short Term substitutes (e.g. day to day) should not be reported as a Contributing Educator.

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# Scenario 15

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- I am a music teacher in the elementary school. Will I be considered as a Contributing Educator?
- Teachers teaching non-core subjects like Music or Physical Education will not be a contributing educator for ELA and/or Math.

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# Questions?

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# TCS Snapshot Collection Calendar

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| Date      | Task/Event  | Target  |
|-----------|---|---|
| 4/8/2011  | Commissioner's memo will include information on TCS Snapshot Collection   | Memo will be distributed to Superintendents/Assistant Superintendents. Please share this information with your Principals whose schools include grades 3-7.   |
| 4/13/2011 | Data Manager's weekly WebEx will provide information on file format and submission dates for TCS Snapshot   | Data Managers   |
| 4/26/2011 | Webinar with Superintendents, Assistant Superintendents, Principals and Data Managers to communicate the Teacher of Record rules to the leadership team at the district level.                  | Superintendents/Assistant Superintendents, Principals and Data Managers<br><br><u>Webinar Information</u><br>Online Meeting: <a href="https://www3.gotomeeting.com/register/672312358">https://www3.gotomeeting.com/register/672312358</a><br>Meeting Time: 4:00 PM - 5:00 PM |
| 4/27/2011 | Superintendents/Assistant Superintendents, Principals and Data Managers will receive an email from RIDE that will include guidance on Teacher of Record rules for TCS Snapshot data submission. | Superintendents/Assistant Superintendents, Principals and data managers   |
| 4/29/2011 | Commissioner's memo will include a reminder regarding TCS Snapshot Collection   | Memo will be distributed to Superintendents/Assistant Superintendents. Please share this information with your Data Managers.   |
| 5/3/2011  | Program Staff will be available at the Data Manager's weekly WebEx for program specific questions.  | Data Managers   |
| 5/6/2011  | Commissioner's memo will include a reminder regarding TCS Snapshot Collection   | Memo will be distributed to Superintendents/Assistant Superintendents. Please share this information with your Data Managers.   |
| 5/10/2011 | TCS Snapshot May collection opens on eRide  | Email reminder will be sent to Data Managers.   |
| 5/10/2011 | Program Staff will be available at the Data Manager's weekly WebEx for program specific questions.  | Data Managers   |
| 5/13/2011 | TCS Snapshot May collection closes on eRide   | Email reminder will be sent to Data Managers.   |

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# Roster Verification Calendar

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| Date      | Task/Event  | Target  |
|-----------|---|---|
| 4/15/2011 | Commissioner's memo will include information on Roster Verification                                     | Memo will be distributed to Superintendents/Assistant Superintendents. Please share this information with your Principals whose schools have grades 3-7.    |
| 5/16/2011 | Email to Principals on their role in Roster Verification  | Principals  |
| 5/20/2011 | Commissioner's memo will include a reminder regarding Roster Verification                               | Memo will be distributed to Superintendents/Assistant Superintendents. Please share this information with your principals whose schools have grades 3-7.    |
| 5/23/2011 | Roster Verification Application is available to Teachers and Principals with the May 2011 Snapshot data | Email will be sent to Teachers who have a roster to verify. Email will be sent to Principals of schools that include grades 3-7.                            |
| 5/24/2011 | Data Manager's weekly WebEx to discuss dates for Roster Verification                                    | Data Managers   |
| 6/3/2011  | Verification of Roster data ends for Teachers   | Please have your Principals remind Teachers of this deadline.   |
| 6/3/2011  | Commissioner's memo will include a reminder regarding Roster Verification                               | Memo will be distributed to Superintendents/Assistant Superintendents. Please share this information with your Principals whose schools include grades 3-7. |
| 6/8/2011  | Roster Verification Application allows Principals access to Sign-Off on Teacher rosters.                | Email will be sent to Principals.   |
| 6/17/2011 | Sign-Off on rosters ends for Principals   | Email reminder will be sent to Principals.  |

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# Feedback

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- Please submit your feedback on the scenarios presented or any additional scenarios that are applicable to your school or district to us by Friday, April 29, 2011 at [EdEval@ride.ri.gov](mailto:EdEval@ride.ri.gov).

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# Thank you

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Questions? Comments? E-mail us at:  
[EdEval@ride.ri.gov](mailto:EdEval@ride.ri.gov)

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